

August 30, 2006

TO: County Personnel Policy Board Members

SUBJECT: Personnel Policy Board Meeting
Thursday, September 7, 2006
1:30 p.m., Commissioners Hearing Room
County-City Building, Room 112

A G E N D A

- ITEM 1: Request to amend Rule 17.19 of the Personnel Rules – Shift Differential.
- ITEM 2: Request to amend Rule 19.2 of the Personnel Rules – Vacation Leave.
- ITEM 3: Request to amend Rule 19.3 of the Personnel Rules – Sick Leave.
- ITEM 4: Request to create pay plan for employees represented by a pay range prefixed by 'C'.
- ITEM 5: Request to create pay plan for employees represented by a pay range prefixed by 'E'.
- ITEM 6: Request for appeal hearing – Mike Prochnow — Clerk of the District Court.
- ITEM 7: Election of Chair.
- ITEM 8: Election of Vice-Chair.
- ITEM 9: Miscellaneous Discussion.

pc: Mike Prochnow
Sue Kirkland

17.19 Shift Differential (Revised ~~6/06~~ 9/06)

Except for Lancaster Manor, Corrections and Community Mental Health employees, status and probationary employees not covered by a labor agreement and who are regularly assigned to second and third shifts shall be paid an additional ~~twenty-three (23)~~ thirty-five (35) cents per hour. Status and probationary employees not covered by a labor agreement and who are regularly assigned to second and third shifts and who work at Lancaster Manor, Corrections and Community Mental Health shall be paid an additional forty-five (45) cents per hour. The differential pay per hour shall be included as an addition to their current hourly rate. For purposes of shift differential pay, the following conditions shall apply:

(a) To be entitled to shift differential pay, an employee must work a majority of his regularly scheduled hours between 5:00 p.m. and 9:00 a.m. This shall not apply to temporary assignments for shift hours between 5:00 p.m. and 9:00 a.m.

(b) For purposes of computing any shift differential pay, "current hourly rate" shall mean the hourly rate of pay which is applicable to the employee's regularly assigned class.

(c) An employee whose regularly scheduled shift entitles him to shift differential pay shall receive the shift differential pay as a part of his current hourly rate for leaves of absence including vacation, sick leave, holiday pay and funeral leave.

(d) For purpose of computing overtime pay, an employee shall receive his current hourly rate in addition to the ~~twenty-three (23)~~ thirty-five (35) cents or forty-five (45) cents per hour shift differential.

19.2 Vacation Leave (Revised 9/06)

(a) Probationary and status employees shall earn vacation leave with pay according to the following schedule:

(1) Less than five (5) years of service — at the factored hourly equivalent of eighty (80) hours per year.

(2) After five (5) years of service — at the factored hourly equivalent of one hundred twenty (120) hours per year.

(3) After ten (10) years of service — at the factored hourly equivalent of one hundred fifty-two (152) hours per year.

(4) After fifteen (15) years of service — at the factored hourly equivalent of one hundred sixty-eight (168) hours per year.

(5) After twenty (20) years of service — at the factored hourly equivalent of one hundred ~~eighty-four (184)~~ ninety-two (192) hours per year.

(6) After twenty-five (25) years of service — at the factored hourly equivalent of one hundred ninety-eight (198) hours per year.

(b) Employees shall earn but not be granted vacation leave during the first six (6) months of employment.

(c) Part-time employees shall earn vacation leave based on total hours worked in each pay period.

(d) Vacation leave shall be requested and approved in advance of its use, except in circumstances beyond the employee's control. Each Department Head shall schedule vacation leaves to accord with operating requirements and, insofar as possible, to coincide with the request of the employee.

(e) Accumulation of vacation leave credit shall be on a continuous basis not to exceed two hundred forty (240) hours. Unused vacation leave accumulation shall be paid upon separation. Employment may not be extended by using vacation at the time of separation.

(f) Vacation leave shall not accrue during any leave of absence without pay.

19.3 Sick Leave (Revised ~~8/05~~ 9/06)

(e) Accumulation of sick leave credit shall not exceed ~~one thousand nine hundred seventy-six (1,976)~~ two thousand eighty (2,080) hours at any one time. Disability retirement shall not be effective until accumulated sick leave has been used. Upon retirement or death the employee shall receive fifty-five percent (55%) of accumulated sick leave (distributed as one-third cash and two-thirds PEHP). The payment will be at the regular hourly rate of the employee at the time of retirement or death.

UNREPRESENTED PAY PLAN

3.6% between steps

CLASS CODE	CLASSIFICATION TITLE	PAY GRADE	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
0360	GRANT COORDINATOR	C14	19.687	20.396	21.131	21.891	22.679	23.496	24.341	25.218
0660	DEFENSE ELIGIBILITY TECHNICIAN	C06	14.836	15.370	15.923	16.496	17.090	17.706	18.342	19.003
2305	COURT SERVICES SUPERVISOR	C05	14.320	14.836	15.370	15.923	16.496	17.090	17.706	18.342
2310	COURT CLERK	C06	14.836	15.370	15.923	16.496	17.090	17.706	18.342	19.003
2321	STAFF SERVICES SPECIALIST	C06	14.836	15.370	15.923	16.496	17.090	17.706	18.342	19.003
2326	EXTENSION ASSISTANT II	C01	12.431	12.878	13.342	13.823	14.320	14.836	15.370	15.923
2328	PUBLICATION AND RESOURCE ASSISTANT	C06	14.836	15.370	15.923	16.496	17.090	17.706	18.342	19.003
2331	ADMINISTRATIVE AIDE I	C09	16.496	17.090	17.706	18.342	19.003	19.687	20.396	21.131
2332	ADMINISTRATIVE AIDE II	C11	17.706	18.342	19.003	19.687	20.396	21.131	21.891	22.679
2334	LANCASTER MANOR STAFFING SPECIALIST	C15	20.396	21.131	21.891	22.679	23.496	24.341	25.218	26.126
2335	ADMINISTRATIVE SERVICES OFFICER	C15	20.396	21.131	21.891	22.679	23.496	24.341	25.218	26.126
2602	LAND RECORDS TECHNICIAN II	C06	14.836	15.370	15.923	16.496	17.090	17.706	18.342	19.003
2703	MEDICAL RECORDS COORDINATOR	C08	15.923	16.496	17.090	17.706	18.342	19.003	19.687	20.396
2803	COUNTY RECORDS SPECIALIST III	C09	16.496	17.090	17.706	18.342	19.003	19.687	20.396	21.131
2806	OFFICE AUTOMATION SPECIALIST	C06	14.836	15.370	15.923	16.496	17.090	17.706	18.342	19.003
2833	ACCOUNT CLERK III	C06	14.836	15.370	15.923	16.496	17.090	17.706	18.342	19.003
2837	BUDGET & FISCAL ASSISTANT	C10	17.090	17.706	18.342	19.003	19.687	20.396	21.131	21.891
2840	ACCOUNTING SPECIALIST	C06	14.836	15.370	15.923	16.496	17.090	17.706	18.342	19.003
2845	ACCOUNTANT	C17	21.891	22.679	23.496	24.341	25.218	26.126	27.066	28.040
2850	ACCOUNTING OPERATIONS MANAGER	C21	25.218	26.126	27.066	28.040	29.050	30.096	31.179	32.301

UNREPRESENTED PAY PLAN

3.6% between steps

CLASS CODE	CLASSIFICATION TITLE	PAY GRADE	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
2915	MOTOR VEHICLE COORDINATOR	C06	14.836	15.370	15.923	16.496	17.090	17.706	18.342	19.003
2920	MOTOR VEHICLE MANAGER	C11	17.706	18.342	19.003	19.687	20.396	21.131	21.891	22.679
2930	REAL ESTATE SUPERVISOR	C11	17.706	18.342	19.003	19.687	20.396	21.131	21.891	22.679
4303	LAUNDRY SUPERVISOR	C06	14.836	15.370	15.923	16.496	17.090	17.706	18.342	19.003
4340	FOOD PRODUCTION MANAGER	C05	14.320	14.836	15.370	15.923	16.496	17.090	17.706	18.342
4344	ASSISTANT FOOD SERVICE DIRECTOR	C11	17.706	18.342	19.003	19.687	20.396	21.131	21.891	22.679
4345	FOOD SERVICE DIRECTOR	C15	20.396	21.131	21.891	22.679	23.496	24.341	25.218	26.126
4720	CLEANING SUPERVISOR	C06	14.836	15.370	15.923	16.496	17.090	17.706	18.342	19.003
4730	CLEANING & SECURITY MANAGER	C15	20.396	21.131	21.891	22.679	23.496	24.341	25.218	26.126
4735	BUILDING CLEANER MANAGER	C09	16.496	17.090	17.706	18.342	19.003	19.687	20.396	21.131
4875	MASTER ELECTRICIAN	C10	17.090	17.706	18.342	19.003	19.687	20.396	21.131	21.891
4921	MAINTENANCE SUPERVISOR	C09	16.496	17.090	17.706	18.342	19.003	19.687	20.396	21.131
4924	EQUIPMENT MECHANIC SUPERVISOR	C15	20.396	21.131	21.891	22.679	23.496	24.341	25.218	26.126
4926	MAINTENANCE & CONSTRUCTION MANAGER	C14	19.687	20.396	21.131	21.891	22.679	23.496	24.341	25.218
4928	ASSISTANT MAINTENANCE & CONSTRUCTION MGR	C09	16.496	17.090	17.706	18.342	19.003	19.687	20.396	21.131
4945	DISTRICT MAINTENANCE SUPERVISOR	C15	20.396	21.131	21.891	22.679	23.496	24.341	25.218	26.126
4946	ASSISTANT DISTRICT MAINTENANCE SUPERVISOR	C11	17.706	18.342	19.003	19.687	20.396	21.131	21.891	22.679
4955	PLANT OPERATIONS MANAGER	C17	21.891	22.679	23.496	24.341	25.218	26.126	27.066	28.040
4956	FACILITIES MANAGER	C19	23.496	24.341	25.218	26.126	27.066	28.040	29.050	30.096
4961	SHOP SUPERVISOR	C14	19.687	20.396	21.131	21.891	22.679	23.496	24.341	25.218

UNREPRESENTED PAY PLAN

3.6% between steps

CLASS CODE	CLASSIFICATION TITLE	PAY GRADE	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
4985	ROAD MAINTENANCE SUPERINTENDENT	C21	25.218	26.126	27.066	28.040	29.050	30.096	31.179	32.301
5300	SECURITY GUARD	C06	14.836	15.370	15.923	16.496	17.090	17.706	18.342	19.003
5745	CORRECTIONAL SPECIALIST I	C11	17.706	18.342	19.003	19.687	20.396	21.131	21.891	22.679
5746	CORRECTIONAL SPECIALIST II	C18	22.679	23.496	24.341	25.218	26.126	27.066	28.040	29.050
5754	CORRECTIONAL RECORDS SPECIALIST	C13	19.003	19.687	20.396	21.131	21.891	22.679	23.496	24.341
5756	CORRECTIONS - SERGEANT	C14	19.687	20.396	21.131	21.891	22.679	23.496	24.341	25.218
5758	CORRECTIONS - LIEUTENANT	C17	21.891	22.679	23.496	24.341	25.218	26.126	27.066	28.040
5760	CORRECTIONAL RECORDS MANAGER	C15	20.396	21.131	21.891	22.679	23.496	24.341	25.218	26.126
5761	COMMUNITY CORRECTIONS COORDINATOR	C15	20.396	21.131	21.891	22.679	23.496	24.341	25.218	26.126
5762	COMMUNITY CORRECTIONS FIELD SPECIALIST	C05	14.320	14.836	15.370	15.923	16.496	17.090	17.706	18.342
5763	COMMUNITY CORRECTIONS CASE WORKER	C06	14.836	15.370	15.923	16.496	17.090	17.706	18.342	19.003
5764	COMMUNITY CORRECTIONS SCREENING CLINICIAN	C13	19.003	19.687	20.396	21.131	21.891	22.679	23.496	24.341
5765	JAIL ADMINISTRATOR	C22	26.126	27.066	28.040	29.050	30.096	31.179	32.301	33.464
7192	RECORDS COORDINATOR	C19	23.496	24.341	25.218	26.126	27.066	28.040	29.050	30.096
7521	CIVIL ENGINEER I	C17	21.891	22.679	23.496	24.341	25.218	26.126	27.066	28.040
7522	CIVIL ENGINEER II	C19	23.496	24.341	25.218	26.126	27.066	28.040	29.050	30.096
7523	CIVIL ENGINEER III	C22	26.126	27.066	28.040	29.050	30.096	31.179	32.301	33.464
7524	CIVIL ENGINEER IV	C26	30.096	31.179	32.301	33.464	34.669	35.917	37.210	38.550
7530	GEOGRAPHIC INFORMATION SYSTEMS MANAGER	C25	29.050	30.096	31.179	32.301	33.464	34.669	35.917	37.210
7705	REGISTERED NURSE I	C11	17.706	18.342	19.003	19.687	20.396	21.131	21.891	22.679

UNREPRESENTED PAY PLAN

3.6% between steps

CLASS CODE	CLASSIFICATION TITLE	PAY GRADE	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
7706	REGISTERED NURSE II	C15	20.396	21.131	21.891	22.679	23.496	24.341	25.218	26.126
7710	ADMISSIONS COORDINATOR	C17	21.891	22.679	23.496	24.341	25.218	26.126	27.066	28.040
7723	PSYCHOLOGIST	C27	31.179	32.301	33.464	34.669	35.917	37.210	38.550	39.938
7754	VOCATIONAL REHABILITATION COORDINATOR	C11	17.706	18.342	19.003	19.687	20.396	21.131	21.891	22.679
7761	NURSING INSERVICE EDUCATION COORDINATOR	C17	21.891	22.679	23.496	24.341	25.218	26.126	27.066	28.040
7763	ASSISTANT NURSING INSERVICE EDUCATION COORD	C15	20.396	21.131	21.891	22.679	23.496	24.341	25.218	26.126
7770	SOCIAL WORKER	C06	14.836	15.370	15.923	16.496	17.090	17.706	18.342	19.003
7771	SOCIAL SERVICES DIRECTOR	C14	19.687	20.396	21.131	21.891	22.679	23.496	24.341	25.218
7780	QUALITY ASSURANCE COORDINATOR	C17	21.891	22.679	23.496	24.341	25.218	26.126	27.066	28.040
7781	NURSING SUPERVISOR	C18	22.679	23.496	24.341	25.218	26.126	27.066	28.040	29.050
7783	ASSISTANT NURSING DIRECTOR	C19	23.496	24.341	25.218	26.126	27.066	28.040	29.050	30.096
7785	NURSING DIRECTOR	C25	29.050	30.096	31.179	32.301	33.464	34.669	35.917	37.210
7813	MUSIC THERAPIST	C06	14.836	15.370	15.923	16.496	17.090	17.706	18.342	19.003
7815	ACTIVITIES DIRECTOR	C09	16.496	17.090	17.706	18.342	19.003	19.687	20.396	21.131
7862	JUVENILE MENTAL HEALTH EVALUATION COORD. I	C08	15.923	16.496	17.090	17.706	18.342	19.003	19.687	20.396
7863	JUVENILE MENTAL HEALTH EVALUATION COORD. II	C10	17.090	17.706	18.342	19.003	19.687	20.396	21.131	21.891
7864	JUVENILE MENTAL HEALTH PROGRAM COORD.	C11	17.706	18.342	19.003	19.687	20.396	21.131	21.891	22.679
7870	JUVENILE DETENTION SUPERVISOR	C11	17.706	18.342	19.003	19.687	20.396	21.131	21.891	22.679
7875	JUVENILE TRAINING COORDINATOR	C11	17.706	18.342	19.003	19.687	20.396	21.131	21.891	22.679
7880	JUVENILE DETENTION COORDINATOR	C15	20.396	21.131	21.891	22.679	23.496	24.341	25.218	26.126

UNREPRESENTED PAY PLAN

3.6% between steps

CLASS CODE	CLASSIFICATION TITLE	PAY GRADE	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
7890	JUVENILE JUSTICE COORDINATOR	C18	22.679	23.496	24.341	25.218	26.126	27.066	28.040	29.050
8908	ASSISTANT COUNTY AGENT	C11	17.706	18.342	19.003	19.687	20.396	21.131	21.891	22.679
9346	NURSE II	C10	17.090	17.706	18.342	19.003	19.687	20.396	21.131	21.891
9511	RIGHT-OF-WAY AGENT	C13	19.003	19.687	20.396	21.131	21.891	22.679	23.496	24.341
9513	RIGHT-OF-WAY MANAGER	C19	23.496	24.341	25.218	26.126	27.066	28.040	29.050	30.096
9544	COMPUTER & GIS RECORDS ASSISTANT I	C13	19.003	19.687	20.396	21.131	21.891	22.679	23.496	24.341
9545	COMPUTER & GIS RECORDS ASSISTANT II	C18	22.679	23.496	24.341	25.218	26.126	27.066	28.040	29.050
9550	COMPUTER & GIS RECORDS SUPERVISOR	C23	27.066	28.040	29.050	30.096	31.179	32.301	33.464	34.669
9552	COMPUTER & PROPERTY RECORDS SUPERVISOR	C19	23.496	24.341	25.218	26.126	27.066	28.040	29.050	30.096
9555	PROPERTY RECORDS SUPERVISOR	C09	16.496	17.090	17.706	18.342	19.003	19.687	20.396	21.131
9608	APPRAISER APPRENTICE	C10	17.090	17.706	18.342	19.003	19.687	20.396	21.131	21.891
9610	STATISTICAL/MODELING ANALYST	C23	27.066	28.040	29.050	30.096	31.179	32.301	33.464	34.669
9612	RESIDENTIAL PROPERTY APPRAISER	C11	17.706	18.342	19.003	19.687	20.396	21.131	21.891	22.679
9614	SENIOR RESIDENTIAL PROPERTY APPRAISER	C17	21.891	22.679	23.496	24.341	25.218	26.126	27.066	28.040
9616	COMMERCIAL PROPERTY APPRAISER	C14	19.687	20.396	21.131	21.891	22.679	23.496	24.341	25.218
9618	SENIOR COMMERCIAL PROPERTY APPRAISER	C17	21.891	22.679	23.496	24.341	25.218	26.126	27.066	28.040
9620	APPRAISAL SUPERVISOR	C19	23.496	24.341	25.218	26.126	27.066	28.040	29.050	30.096
9733	MENTAL HEALTH EMERGENCY SERVICES WORKER	C13	19.003	19.687	20.396	21.131	21.891	22.679	23.496	24.341
9735	MENTAL HEALTH MANAGED CARE COORDINATOR	C08	15.923	16.496	17.090	17.706	18.342	19.003	19.687	20.396
9738	MENTAL HEALTH SPECIALIST	C08	15.923	16.496	17.090	17.706	18.342	19.003	19.687	20.396

UNREPRESENTED PAY PLAN

3.6% between steps

CLASS CODE	CLASSIFICATION TITLE	PAY GRADE	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
9740	CRISIS CENTER TEAM SUPERVISOR	C10	17.090	17.706	18.342	19.003	19.687	20.396	21.131	21.891
9742	MENTAL HEALTH PROGRAM COORDINATOR	C11	17.706	18.342	19.003	19.687	20.396	21.131	21.891	22.679
9745	MENTAL HEALTH CLINICIAN I	C13	19.003	19.687	20.396	21.131	21.891	22.679	23.496	24.341
9746	MENTAL HEALTH CLINICIAN II	C17	21.891	22.679	23.496	24.341	25.218	26.126	27.066	28.040
9755	PROGRAM SUPERVISOR - CRISIS CENTER	C19	23.496	24.341	25.218	26.126	27.066	28.040	29.050	30.096
9760	MENTAL HEALTH PROGRAM MANAGER	C22	26.126	27.066	28.040	29.050	30.096	31.179	32.301	33.464
9761	MENTAL HEALTH SPECIAL PROJECT COORDINATOR	C22	26.126	27.066	28.040	29.050	30.096	31.179	32.301	33.464
9774	GENERAL ASSISTANCE SPECIALIST	C08	15.923	16.496	17.090	17.706	18.342	19.003	19.687	20.396
9853	ENGINEERING TECHNICIAN II	C13	19.003	19.687	20.396	21.131	21.891	22.679	23.496	24.341
9855	ENGINEERING TECHNICIAN III	C17	21.891	22.679	23.496	24.341	25.218	26.126	27.066	28.040

UNREPRESENTED PAY GRADES

3.6% between steps

PAY GRADE		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
C01	ANNUAL	25,856.48	26,786.24	27,751.36	28,751.84	29,785.60	30,858.88	31,969.60	33,119.84
	MONTHLY	2,154.71	2,232.19	2,312.61	2,395.99	2,482.13	2,571.57	2,664.13	2,759.99
	BIWEEKLY	994.48	1,030.24	1,067.36	1,105.84	1,145.60	1,186.88	1,229.60	1,273.84
	HOURLY	12.431	12.878	13.342	13.823	14.320	14.836	15.370	15.923
C02	ANNUAL	26,786.24	27,751.36	28,751.84	29,785.60	30,858.88	31,969.60	33,119.84	34,311.68
	MONTHLY	2,232.19	2,312.61	2,395.99	2,482.13	2,571.57	2,664.13	2,759.99	2,859.31
	BIWEEKLY	1,030.24	1,067.36	1,105.84	1,145.60	1,186.88	1,229.60	1,273.84	1,319.68
	HOURLY	12.878	13.342	13.823	14.320	14.836	15.370	15.923	16.496
C03	ANNUAL	27,751.36	28,751.84	29,785.60	30,858.88	31,969.60	33,119.84	34,311.68	35,547.20
	MONTHLY	2,312.61	2,395.99	2,482.13	2,571.57	2,664.13	2,759.99	2,859.31	2,962.27
	BIWEEKLY	1,067.36	1,105.84	1,145.60	1,186.88	1,229.60	1,273.84	1,319.68	1,367.20
	HOURLY	13.342	13.823	14.320	14.836	15.370	15.923	16.496	17.090
C04	ANNUAL	28,751.84	29,785.60	30,858.88	31,969.60	33,119.84	34,311.68	35,547.20	36,828.48
	MONTHLY	2,395.99	2,482.13	2,571.57	2,664.13	2,759.99	2,859.31	2,962.27	3,069.04
	BIWEEKLY	1,105.84	1,145.60	1,186.88	1,229.60	1,273.84	1,319.68	1,367.20	1,416.48
	HOURLY	13.823	14.320	14.836	15.370	15.923	16.496	17.090	17.706
C05	ANNUAL	29,785.60	30,858.88	31,969.60	33,119.84	34,311.68	35,547.20	36,828.48	38,151.36
	MONTHLY	2,482.13	2,571.57	2,664.13	2,759.99	2,859.31	2,962.27	3,069.04	3,179.28
	BIWEEKLY	1,145.60	1,186.88	1,229.60	1,273.84	1,319.68	1,367.20	1,416.48	1,467.36
	HOURLY	14.320	14.836	15.370	15.923	16.496	17.090	17.706	18.342

UNREPRESENTED PAY GRADES

3.6% between steps

PAY GRADE		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
C06	ANNUAL	30,858.88	31,969.60	33,119.84	34,311.68	35,547.20	36,828.48	38,151.36	39,526.24
	MONTHLY	2,571.57	2,664.13	2,759.99	2,859.31	2,962.27	3,069.04	3,179.28	3,293.85
	BIWEEKLY	1,186.88	1,229.60	1,273.84	1,319.68	1,367.20	1,416.48	1,467.36	1,520.24
	HOURLY	14.836	15.370	15.923	16.496	17.090	17.706	18.342	19.003
C07	ANNUAL	31,969.60	33,119.84	34,311.68	35,547.20	36,828.48	38,151.36	39,526.24	40,948.96
	MONTHLY	2,664.13	2,759.99	2,859.31	2,962.27	3,069.04	3,179.28	3,293.85	3,412.41
	BIWEEKLY	1,229.60	1,273.84	1,319.68	1,367.20	1,416.48	1,467.36	1,520.24	1,574.96
	HOURLY	15.370	15.923	16.496	17.090	17.706	18.342	19.003	19.687
C08	ANNUAL	33,119.84	34,311.68	35,547.20	36,828.48	38,151.36	39,526.24	40,948.96	42,423.68
	MONTHLY	2,759.99	2,859.31	2,962.27	3,069.04	3,179.28	3,293.85	3,412.41	3,535.31
	BIWEEKLY	1,273.84	1,319.68	1,367.20	1,416.48	1,467.36	1,520.24	1,574.96	1,631.68
	HOURLY	15.923	16.496	17.090	17.706	18.342	19.003	19.687	20.396
C09	ANNUAL	34,311.68	35,547.20	36,828.48	38,151.36	39,526.24	40,948.96	42,423.68	43,952.48
	MONTHLY	2,859.31	2,962.27	3,069.04	3,179.28	3,293.85	3,412.41	3,535.31	3,662.71
	BIWEEKLY	1,319.68	1,367.20	1,416.48	1,467.36	1,520.24	1,574.96	1,631.68	1,690.48
	HOURLY	16.496	17.090	17.706	18.342	19.003	19.687	20.396	21.131
C10	ANNUAL	35,547.20	36,828.48	38,151.36	39,526.24	40,948.96	42,423.68	43,952.48	45,533.28
	MONTHLY	2,962.27	3,069.04	3,179.28	3,293.85	3,412.41	3,535.31	3,662.71	3,794.44
	BIWEEKLY	1,367.20	1,416.48	1,467.36	1,520.24	1,574.96	1,631.68	1,690.48	1,751.28
	HOURLY	17.090	17.706	18.342	19.003	19.687	20.396	21.131	21.891

UNREPRESENTED PAY GRADES

3.6% between steps

PAY GRADE		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
C11	ANNUAL	36,828.48	38,151.36	39,526.24	40,948.96	42,423.68	43,952.48	45,533.28	47,172.32
	MONTHLY	3,069.04	3,179.28	3,293.85	3,412.41	3,535.31	3,662.71	3,794.44	3,931.03
	BIWEEKLY	1,416.48	1,467.36	1,520.24	1,574.96	1,631.68	1,690.48	1,751.28	1,814.32
	HOURLY	17.706	18.342	19.003	19.687	20.396	21.131	21.891	22.679
C12	ANNUAL	38,151.36	39,526.24	40,948.96	42,423.68	43,952.48	45,533.28	47,172.32	48,871.68
	MONTHLY	3,179.28	3,293.85	3,412.41	3,535.31	3,662.71	3,794.44	3,931.03	4,072.64
	BIWEEKLY	1,467.36	1,520.24	1,574.96	1,631.68	1,690.48	1,751.28	1,814.32	1,879.68
	HOURLY	18.342	19.003	19.687	20.396	21.131	21.891	22.679	23.496
C13	ANNUAL	39,526.24	40,948.96	42,423.68	43,952.48	45,533.28	47,172.32	48,871.68	50,629.28
	MONTHLY	3,293.85	3,412.41	3,535.31	3,662.71	3,794.44	3,931.03	4,072.64	4,219.11
	BIWEEKLY	1,520.24	1,574.96	1,631.68	1,690.48	1,751.28	1,814.32	1,879.68	1,947.28
	HOURLY	19.003	19.687	20.396	21.131	21.891	22.679	23.496	24.341
C14	ANNUAL	40,948.96	42,423.68	43,952.48	45,533.28	47,172.32	48,871.68	50,629.28	52,453.44
	MONTHLY	3,412.41	3,535.31	3,662.71	3,794.44	3,931.03	4,072.64	4,219.11	4,371.12
	BIWEEKLY	1,574.96	1,631.68	1,690.48	1,751.28	1,814.32	1,879.68	1,947.28	2,017.44
	HOURLY	19.687	20.396	21.131	21.891	22.679	23.496	24.341	25.218
C15	ANNUAL	42,423.68	43,952.48	45,533.28	47,172.32	48,871.68	50,629.28	52,453.44	54,342.08
	MONTHLY	3,535.31	3,662.71	3,794.44	3,931.03	4,072.64	4,219.11	4,371.12	4,528.51
	BIWEEKLY	1,631.68	1,690.48	1,751.28	1,814.32	1,879.68	1,947.28	2,017.44	2,090.08
	HOURLY	20.396	21.131	21.891	22.679	23.496	24.341	25.218	26.126

UNREPRESENTED PAY GRADES

3.6% between steps

PAY GRADE		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
C16	ANNUAL	43,952.48	45,533.28	47,172.32	48,871.68	50,629.28	52,453.44	54,342.08	56,297.28
	MONTHLY	3,662.71	3,794.44	3,931.03	4,072.64	4,219.11	4,371.12	4,528.51	4,691.44
	BIWEEKLY	1,690.48	1,751.28	1,814.32	1,879.68	1,947.28	2,017.44	2,090.08	2,165.28
	HOURLY	21.131	21.891	22.679	23.496	24.341	25.218	26.126	27.066
C17	ANNUAL	45,533.28	47,172.32	48,871.68	50,629.28	52,453.44	54,342.08	56,297.28	58,323.20
	MONTHLY	3,794.44	3,931.03	4,072.64	4,219.11	4,371.12	4,528.51	4,691.44	4,860.27
	BIWEEKLY	1,751.28	1,814.32	1,879.68	1,947.28	2,017.44	2,090.08	2,165.28	2,243.20
	HOURLY	21.891	22.679	23.496	24.341	25.218	26.126	27.066	28.040
C18	ANNUAL	47,172.32	48,871.68	50,629.28	52,453.44	54,342.08	56,297.28	58,323.20	60,424.00
	MONTHLY	3,931.03	4,072.64	4,219.11	4,371.12	4,528.51	4,691.44	4,860.27	5,035.33
	BIWEEKLY	1,814.32	1,879.68	1,947.28	2,017.44	2,090.08	2,165.28	2,243.20	2,324.00
	HOURLY	22.679	23.496	24.341	25.218	26.126	27.066	28.040	29.050
C19	ANNUAL	48,871.68	50,629.28	52,453.44	54,342.08	56,297.28	58,323.20	60,424.00	62,599.68
	MONTHLY	4,072.64	4,219.11	4,371.12	4,528.51	4,691.44	4,860.27	5,035.33	5,216.64
	BIWEEKLY	1,879.68	1,947.28	2,017.44	2,090.08	2,165.28	2,243.20	2,324.00	2,407.68
	HOURLY	23.496	24.341	25.218	26.126	27.066	28.040	29.050	30.096
C20	ANNUAL	50,629.28	52,453.44	54,342.08	56,297.28	58,323.20	60,424.00	62,599.68	64,852.32
	MONTHLY	4,219.11	4,371.12	4,528.51	4,691.44	4,860.27	5,035.33	5,216.64	5,404.36
	BIWEEKLY	1,947.28	2,017.44	2,090.08	2,165.28	2,243.20	2,324.00	2,407.68	2,494.32
	HOURLY	24.341	25.218	26.126	27.066	28.040	29.050	30.096	31.179

UNREPRESENTED PAY GRADES

3.6% between steps

PAY GRADE		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
C21	ANNUAL	52,453.44	54,342.08	56,297.28	58,323.20	60,424.00	62,599.68	64,852.32	67,186.08
	MONTHLY	4,371.12	4,528.51	4,691.44	4,860.27	5,035.33	5,216.64	5,404.36	5,598.84
	BIWEEKLY	2,017.44	2,090.08	2,165.28	2,243.20	2,324.00	2,407.68	2,494.32	2,584.08
	HOURLY	25.218	26.126	27.066	28.040	29.050	30.096	31.179	32.301
C22	ANNUAL	54,342.08	56,297.28	58,323.20	60,424.00	62,599.68	64,852.32	67,186.08	69,605.12
	MONTHLY	4,528.51	4,691.44	4,860.27	5,035.33	5,216.64	5,404.36	5,598.84	5,800.43
	BIWEEKLY	2,090.08	2,165.28	2,243.20	2,324.00	2,407.68	2,494.32	2,584.08	2,677.12
	HOURLY	26.126	27.066	28.040	29.050	30.096	31.179	32.301	33.464
C23	ANNUAL	56,297.28	58,323.20	60,424.00	62,599.68	64,852.32	67,186.08	69,605.12	72,111.52
	MONTHLY	4,691.44	4,860.27	5,035.33	5,216.64	5,404.36	5,598.84	5,800.43	6,009.29
	BIWEEKLY	2,165.28	2,243.20	2,324.00	2,407.68	2,494.32	2,584.08	2,677.12	2,773.52
	HOURLY	27.066	28.040	29.050	30.096	31.179	32.301	33.464	34.669
C24	ANNUAL	58,323.20	60,424.00	62,599.68	64,852.32	67,186.08	69,605.12	72,111.52	74,707.36
	MONTHLY	4,860.27	5,035.33	5,216.64	5,404.36	5,598.84	5,800.43	6,009.29	6,225.61
	BIWEEKLY	2,243.20	2,324.00	2,407.68	2,494.32	2,584.08	2,677.12	2,773.52	2,873.36
	HOURLY	28.040	29.050	30.096	31.179	32.301	33.464	34.669	35.917
C25	ANNUAL	60,424.00	62,599.68	64,852.32	67,186.08	69,605.12	72,111.52	74,707.36	77,396.80
	MONTHLY	5,035.33	5,216.64	5,404.36	5,598.84	5,800.43	6,009.29	6,225.61	6,449.73
	BIWEEKLY	2,324.00	2,407.68	2,494.32	2,584.08	2,677.12	2,773.52	2,873.36	2,976.80
	HOURLY	29.050	30.096	31.179	32.301	33.464	34.669	35.917	37.210

UNREPRESENTED PAY GRADES

3.6% between steps

PAY GRADE		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
C26	ANNUAL	62,599.68	64,852.32	67,186.08	69,605.12	72,111.52	74,707.36	77,396.80	80,184.00
	MONTHLY	5,216.64	5,404.36	5,598.84	5,800.43	6,009.29	6,225.61	6,449.73	6,682.00
	BIWEEKLY	2,407.68	2,494.32	2,584.08	2,677.12	2,773.52	2,873.36	2,976.80	3,084.00
	HOURLY	30.096	31.179	32.301	33.464	34.669	35.917	37.210	38.550
C27	ANNUAL	64,852.32	67,186.08	69,605.12	72,111.52	74,707.36	77,396.80	80,184.00	83,071.04
	MONTHLY	5,404.36	5,598.84	5,800.43	6,009.29	6,225.61	6,449.73	6,682.00	6,922.59
	BIWEEKLY	2,494.32	2,584.08	2,677.12	2,773.52	2,873.36	2,976.80	3,084.00	3,195.04
	HOURLY	31.179	32.301	33.464	34.669	35.917	37.210	38.550	39.938
C28	ANNUAL	67,186.08	69,605.12	72,111.52	74,707.36	77,396.80	80,184.00	83,071.04	86,060.00
	MONTHLY	5,598.84	5,800.43	6,009.29	6,225.61	6,449.73	6,682.00	6,922.59	7,171.67
	BIWEEKLY	2,584.08	2,677.12	2,773.52	2,873.36	2,976.80	3,084.00	3,195.04	3,310.00
	HOURLY	32.301	33.464	34.669	35.917	37.210	38.550	39.938	41.375

EXCLUDED "E" PAY PLAN

3.6% between steps

CLASS CODE	CLASSIFICATION TITLE	PAY GRADE	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
0330	ADMINISTRATIVE SECRETARY TO COUNTY BOARD	E09	16.496	17.090	17.706	18.342	19.003	19.687	20.396	21.131
0331	EXCLUDED ADMINISTRATIVE AIDE I	E09	16.496	17.090	17.706	18.342	19.003	19.687	20.396	21.131
0332	EXCLUDED ADMINISTRATIVE AIDE II	E11	17.706	18.342	19.003	19.687	20.396	21.131	21.891	22.679
0334	OFFICE SYSTEMS SPECIALIST	E15	20.396	21.131	21.891	22.679	23.496	24.341	25.218	26.126
0335	EXCLUDED ADMINISTRATIVE SERVICES OFFICER	E15	20.396	21.131	21.891	22.679	23.496	24.341	25.218	26.126
0351	OPERATIONS MANAGER	E19	23.496	24.341	25.218	26.126	27.066	28.040	29.050	30.096
0369	RISK MANAGEMENT SPECIALIST	E09	16.496	17.090	17.706	18.342	19.003	19.687	20.396	21.131
0730	CLIENT SERVICES ASSOCIATE	E03	13.342	13.823	14.320	14.836	15.370	15.923	16.496	17.090
0741	LEGAL SECRETARY I	E03	13.342	13.823	14.320	14.836	15.370	15.923	16.496	17.090
0742	LEGAL SECRETARY II	E08	15.923	16.496	17.090	17.706	18.342	19.003	19.687	20.396
0743	LEGAL SECRETARY III	E10	17.090	17.706	18.342	19.003	19.687	20.396	21.131	21.891
0911	LAW CLERK	E06	14.836	15.370	15.923	16.496	17.090	17.706	18.342	19.003
0913	INVESTIGATOR	E14	19.687	20.396	21.131	21.891	22.679	23.496	24.341	25.218
0917	PARALEGAL I	E10	17.090	17.706	18.342	19.003	19.687	20.396	21.131	21.891
0919	PARALEGAL II	E13	19.003	19.687	20.396	21.131	21.891	22.679	23.496	24.341

EXCLUDED "E" PAY GRADES

3.6% between steps

PAY GRADE		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
E01	ANNUAL	25,856.48	26,786.24	27,751.36	28,751.84	29,785.60	30,858.88	31,969.60	33,119.84
	MONTHLY	2,154.71	2,232.19	2,312.61	2,395.99	2,482.13	2,571.57	2,664.13	2,759.99
	BIWEEKLY	994.48	1,030.24	1,067.36	1,105.84	1,145.60	1,186.88	1,229.60	1,273.84
	HOURLY	12.431	12.878	13.342	13.823	14.320	14.836	15.370	15.923
E02	ANNUAL	26,786.24	27,751.36	28,751.84	29,785.60	30,858.88	31,969.60	33,119.84	34,311.68
	MONTHLY	2,232.19	2,312.61	2,395.99	2,482.13	2,571.57	2,664.13	2,759.99	2,859.31
	BIWEEKLY	1,030.24	1,067.36	1,105.84	1,145.60	1,186.88	1,229.60	1,273.84	1,319.68
	HOURLY	12.878	13.342	13.823	14.320	14.836	15.370	15.923	16.496
E03	ANNUAL	27,751.36	28,751.84	29,785.60	30,858.88	31,969.60	33,119.84	34,311.68	35,547.20
	MONTHLY	2,312.61	2,395.99	2,482.13	2,571.57	2,664.13	2,759.99	2,859.31	2,962.27
	BIWEEKLY	1,067.36	1,105.84	1,145.60	1,186.88	1,229.60	1,273.84	1,319.68	1,367.20
	HOURLY	13.342	13.823	14.320	14.836	15.370	15.923	16.496	17.090
E04	ANNUAL	28,751.84	29,785.60	30,858.88	31,969.60	33,119.84	34,311.68	35,547.20	36,828.48
	MONTHLY	2,395.99	2,482.13	2,571.57	2,664.13	2,759.99	2,859.31	2,962.27	3,069.04
	BIWEEKLY	1,105.84	1,145.60	1,186.88	1,229.60	1,273.84	1,319.68	1,367.20	1,416.48
	HOURLY	13.823	14.320	14.836	15.370	15.923	16.496	17.090	17.706
E05	ANNUAL	29,785.60	30,858.88	31,969.60	33,119.84	34,311.68	35,547.20	36,828.48	38,151.36
	MONTHLY	2,482.13	2,571.57	2,664.13	2,759.99	2,859.31	2,962.27	3,069.04	3,179.28
	BIWEEKLY	1,145.60	1,186.88	1,229.60	1,273.84	1,319.68	1,367.20	1,416.48	1,467.36
	HOURLY	14.320	14.836	15.370	15.923	16.496	17.090	17.706	18.342

EXCLUDED "E" PAY GRADES

3.6% between steps

PAY GRADE		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
E06	ANNUAL	30,858.88	31,969.60	33,119.84	34,311.68	35,547.20	36,828.48	38,151.36	39,526.24
	MONTHLY	2,571.57	2,664.13	2,759.99	2,859.31	2,962.27	3,069.04	3,179.28	3,293.85
	BIWEEKLY	1,186.88	1,229.60	1,273.84	1,319.68	1,367.20	1,416.48	1,467.36	1,520.24
	HOURLY	14.836	15.370	15.923	16.496	17.090	17.706	18.342	19.003
E07	ANNUAL	31,969.60	33,119.84	34,311.68	35,547.20	36,828.48	38,151.36	39,526.24	40,948.96
	MONTHLY	2,664.13	2,759.99	2,859.31	2,962.27	3,069.04	3,179.28	3,293.85	3,412.41
	BIWEEKLY	1,229.60	1,273.84	1,319.68	1,367.20	1,416.48	1,467.36	1,520.24	1,574.96
	HOURLY	15.370	15.923	16.496	17.090	17.706	18.342	19.003	19.687
E08	ANNUAL	33,119.84	34,311.68	35,547.20	36,828.48	38,151.36	39,526.24	40,948.96	42,423.68
	MONTHLY	2,759.99	2,859.31	2,962.27	3,069.04	3,179.28	3,293.85	3,412.41	3,535.31
	BIWEEKLY	1,273.84	1,319.68	1,367.20	1,416.48	1,467.36	1,520.24	1,574.96	1,631.68
	HOURLY	15.923	16.496	17.090	17.706	18.342	19.003	19.687	20.396
E09	ANNUAL	34,311.68	35,547.20	36,828.48	38,151.36	39,526.24	40,948.96	42,423.68	43,952.48
	MONTHLY	2,859.31	2,962.27	3,069.04	3,179.28	3,293.85	3,412.41	3,535.31	3,662.71
	BIWEEKLY	1,319.68	1,367.20	1,416.48	1,467.36	1,520.24	1,574.96	1,631.68	1,690.48
	HOURLY	16.496	17.090	17.706	18.342	19.003	19.687	20.396	21.131
E10	ANNUAL	35,547.20	36,828.48	38,151.36	39,526.24	40,948.96	42,423.68	43,952.48	45,533.28
	MONTHLY	2,962.27	3,069.04	3,179.28	3,293.85	3,412.41	3,535.31	3,662.71	3,794.44
	BIWEEKLY	1,367.20	1,416.48	1,467.36	1,520.24	1,574.96	1,631.68	1,690.48	1,751.28
	HOURLY	17.090	17.706	18.342	19.003	19.687	20.396	21.131	21.891

EXCLUDED "E" PAY GRADES

3.6% between steps

PAY GRADE		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
E11	ANNUAL	36,828.48	38,151.36	39,526.24	40,948.96	42,423.68	43,952.48	45,533.28	47,172.32
	MONTHLY	3,069.04	3,179.28	3,293.85	3,412.41	3,535.31	3,662.71	3,794.44	3,931.03
	BIWEEKLY	1,416.48	1,467.36	1,520.24	1,574.96	1,631.68	1,690.48	1,751.28	1,814.32
	HOURLY	17.706	18.342	19.003	19.687	20.396	21.131	21.891	22.679
E12	ANNUAL	38,151.36	39,526.24	40,948.96	42,423.68	43,952.48	45,533.28	47,172.32	48,871.68
	MONTHLY	3,179.28	3,293.85	3,412.41	3,535.31	3,662.71	3,794.44	3,931.03	4,072.64
	BIWEEKLY	1,467.36	1,520.24	1,574.96	1,631.68	1,690.48	1,751.28	1,814.32	1,879.68
	HOURLY	18.342	19.003	19.687	20.396	21.131	21.891	22.679	23.496
E13	ANNUAL	39,526.24	40,948.96	42,423.68	43,952.48	45,533.28	47,172.32	48,871.68	50,629.28
	MONTHLY	3,293.85	3,412.41	3,535.31	3,662.71	3,794.44	3,931.03	4,072.64	4,219.11
	BIWEEKLY	1,520.24	1,574.96	1,631.68	1,690.48	1,751.28	1,814.32	1,879.68	1,947.28
	HOURLY	19.003	19.687	20.396	21.131	21.891	22.679	23.496	24.341
E14	ANNUAL	40,948.96	42,423.68	43,952.48	45,533.28	47,172.32	48,871.68	50,629.28	52,453.44
	MONTHLY	3,412.41	3,535.31	3,662.71	3,794.44	3,931.03	4,072.64	4,219.11	4,371.12
	BIWEEKLY	1,574.96	1,631.68	1,690.48	1,751.28	1,814.32	1,879.68	1,947.28	2,017.44
	HOURLY	19.687	20.396	21.131	21.891	22.679	23.496	24.341	25.218
E15	ANNUAL	42,423.68	43,952.48	45,533.28	47,172.32	48,871.68	50,629.28	52,453.44	54,342.08
	MONTHLY	3,535.31	3,662.71	3,794.44	3,931.03	4,072.64	4,219.11	4,371.12	4,528.51
	BIWEEKLY	1,631.68	1,690.48	1,751.28	1,814.32	1,879.68	1,947.28	2,017.44	2,090.08
	HOURLY	20.396	21.131	21.891	22.679	23.496	24.341	25.218	26.126

EXCLUDED "E" PAY GRADES

3.6% between steps

PAY GRADE		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
E16	ANNUAL	43,952.48	45,533.28	47,172.32	48,871.68	50,629.28	52,453.44	54,342.08	56,297.28
	MONTHLY	3,662.71	3,794.44	3,931.03	4,072.64	4,219.11	4,371.12	4,528.51	4,691.44
	BIWEEKLY	1,690.48	1,751.28	1,814.32	1,879.68	1,947.28	2,017.44	2,090.08	2,165.28
	HOURLY	21.131	21.891	22.679	23.496	24.341	25.218	26.126	27.066
E17	ANNUAL	45,533.28	47,172.32	48,871.68	50,629.28	52,453.44	54,342.08	56,297.28	58,323.20
	MONTHLY	3,794.44	3,931.03	4,072.64	4,219.11	4,371.12	4,528.51	4,691.44	4,860.27
	BIWEEKLY	1,751.28	1,814.32	1,879.68	1,947.28	2,017.44	2,090.08	2,165.28	2,243.20
	HOURLY	21.891	22.679	23.496	24.341	25.218	26.126	27.066	28.040
E18	ANNUAL	47,172.32	48,871.68	50,629.28	52,453.44	54,342.08	56,297.28	58,323.20	60,424.00
	MONTHLY	3,931.03	4,072.64	4,219.11	4,371.12	4,528.51	4,691.44	4,860.27	5,035.33
	BIWEEKLY	1,814.32	1,879.68	1,947.28	2,017.44	2,090.08	2,165.28	2,243.20	2,324.00
	HOURLY	22.679	23.496	24.341	25.218	26.126	27.066	28.040	29.050
E19	ANNUAL	48,871.68	50,629.28	52,453.44	54,342.08	56,297.28	58,323.20	60,424.00	62,599.68
	MONTHLY	4,072.64	4,219.11	4,371.12	4,528.51	4,691.44	4,860.27	5,035.33	5,216.64
	BIWEEKLY	1,879.68	1,947.28	2,017.44	2,090.08	2,165.28	2,243.20	2,324.00	2,407.68
	HOURLY	23.496	24.341	25.218	26.126	27.066	28.040	29.050	30.096
E20	ANNUAL	50,629.28	52,453.44	54,342.08	56,297.28	58,323.20	60,424.00	62,599.68	64,852.32
	MONTHLY	4,219.11	4,371.12	4,528.51	4,691.44	4,860.27	5,035.33	5,216.64	5,404.36
	BIWEEKLY	1,947.28	2,017.44	2,090.08	2,165.28	2,243.20	2,324.00	2,407.68	2,494.32
	HOURLY	24.341	25.218	26.126	27.066	28.040	29.050	30.096	31.179

2006 JUN 21 AM 9 16

June 20, 2006

To the Lincoln/Lancaster County Personnel Policy Board
City/County Building
Lincoln, Nebraska

In accordance with Personnel Rule 16.5(e), I hereby appeal the decision of compensation manager, John Cripe, dated June 12, 2006, regarding improper allocation of my position as Court Clerk in the office of the Clerk of the District Court.

I would like to acknowledge my disagreement with your decision. The responsibilities which I follow through with on a daily basis have not been fairly reviewed and recognized. I am now being compared to an individual who performs basically data entry; however, my position entails an accurate interpretation of the judges' orders against their notes. Then the distribution of the documents must be distributed efficiently to the correct individuals. This process takes much responsibility, accuracy, background knowledge, and expertise. My position doesn't have another individual who could walk in and assume the tasks. It would take extensive training for someone to be able to make the many decisions I deliver. I have discussed this issue with Sherri Morrison, my supervisor, and the Judges with whom I directly work with each day. It is very difficult for anyone to interpret what my duties are especially from only a few descriptors. Please give me the opportunity to reevaluate this issue and discuss the comparisons which I have analyzed. I am requesting a meeting to reinforce the duties which I coordinate and deliver within our office. Another position which entails much of the same duties which I perform is the position of Annette Emerson - Court Services Supervisor. I have added some other similarities in our positions.

I will be anticipating an opportunity to have this situation evaluated promptly and efficiently. I know that my position has a very unique range of responsibilities and the weight which accompanies the responsibilities needs to be taken into consideration. I also have contributed much time and support in efforts to make the new systems such as e-filing, judges' notes and Social Security number issues a part of a more successful future for the Clerk of the District Court's Office. I would encourage you to contact Judge

Merritt and Judge Burns on my performance, abilities and the importance of my position.

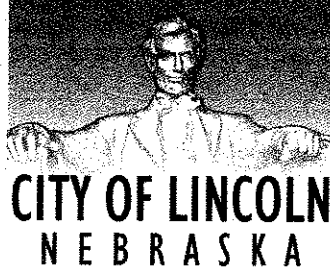
In conclusion, please act upon my request and contact me if I can help clarify any of the responsibilities which I am currently performing. I know that if we could use this opportunity to communicate and identify specifically what is being performed within our office then this error can be rectified immediately.

Sincerely,

A handwritten signature in black ink, appearing to read "Mike Prochnow", written over the printed name.

Mike Prochnow

cc: Sue Kirkland



Lincoln-Lancaster County
Personnel Department
Don W. Taute, Director

555 South 10th Street
Rooms 201 & 107
Lincoln, Nebraska 68508

402-441-7597
fax: 402-441-8748



MAYOR COLEEN J. SENG

lincoln.ne.gov

June 12, 2006

Michael Prochnow
2980 Raymond Road
Seward, NE 68434

Dear Mr. Prochnow:

After reviewing the duties and responsibilities of your position in comparison to related classification specifications in the Lancaster County classification plan, it is our finding that your position should be reallocated from 2310 – Court Clerk to 2301 – Court Services Clerk.

The Personnel Department will notify your department head that your position will be allocated to the classification named above effective June 22, 2006. Our records show that you are presently on pay grade C16, step 5 (\$16.717 hourly). As a result of this reallocation, your new pay grade will be A11. The maximum rate of the A11 pay grade is \$14.762; therefore, your rate of pay will be frozen until the maximum rate through general increases meets or exceeds \$16.717 hourly. When the maximum rate of pay grade A11 meets or exceeds \$16.717, your rate of pay will then increase to the maximum rate of pay grade A11. Your new eligibility date for performance review purposes will be June 22, 2007. This is in accordance with Personnel Rule 17.6.

It is a policy of the Personnel Department that if you disagree with the above findings, you must comply with the procedures specified in Rule 16.5 (e).

This change in classification will remove you from the Unrepresented employee group and place you with the AFSCME Union. In the future, for information regarding your status as a County employee, please refer to the AFSCME Union contract. As an Unrepresented employee, the County's contribution to the Post-Employment Health Plan (PEHP) was \$30.00 per pay period. As an AFSCME employee, the County currently contributes \$0 per pay period to the PEHP account.

Please note that it is also a policy of the Personnel Department that when a position has been evaluated, a reevaluation of the duties assigned to that position will not be conducted for a period of at least 18 months. Thank you for your cooperation during this audit process. If you have any questions regarding your reclassification, please feel free to contact me at 441-7879.

Sincerely,

A handwritten signature in black ink, appearing to read "John E. Cripe". The signature is fluid and cursive, with the first name "John" being more prominent.

John E. Cripe
Compensation Manager

cc: Sue Kirkland
Tim Genuchi

**COURT CLERK
MIKE PROCHNOW**

14 PTS.

1) PERFORM A VARIETY OF TASKS IN SUPPORT OF COURT SERVICES/ESSENTIAL DUTIES

- A. Responsible for file stamping all pleadings/orders from docket sheets and deciphering all appropriate actions to follow, including barcodes and entering documents onto JUSTICE.
- B. Print Judges' Minute entries; proof and correct the printout.
- C. Enter Judges' Minute entries from docket sheets into computer, correcting as necessary.
- D. Prepare daily disposition report; distribute by e-mail and hard copy.
- E. Enter IFP pleadings onto system and assign costs.
- F. Issues Transport Orders to appropriate agencies.
- G. Prepare report showing files to go to storage.
- H. *create a report indicating daily closed cases for notification of attorneys and/or individuals,*

8 PTS.

2) MISCELLANEOUS/NON-ESSENTIAL DUTIES

- A. Answers questions from the public regarding Clerk of the District Court Procedures.
- B. Back-up Orders to Show Cause and Answer to Garnishment Interrogatories in absence of assigned employee.
- C. Back-up on Protection Orders as assigned by specified schedule.
- D. Back-up on Judgment Cards in absence of assigned employee.

5 PTS.

3) ADMINISTRATIVE AND SUPERVISORY DUTIES

- A. Understand and apply all office policies in the office.
- B. Handle complaints, problems and disruptions as they arise within the office in an efficient, professional and courteous manner according to management policies.

C. train individuals (subordinates) on Judgment cards procedures.

3 PTS.

4) PROFESSIONALISM

- A. Adhere to office policies and procedures including appropriate courteous, professional and cooperative relationships with the public, co-workers and representatives from other agencies.
- B. Maintain confidentiality of the office.
- C. Arrive on time in the morning and leave on time in the evening as well as being punctual going to and returning from breaks and lunch.

COURT SERVICES SUPERVISOR
(for FRONT COUNTER)
ANNETTE EMERSON

10 PTS.

- 1) **OVERSEE FRONT COUNTER OPERATIONS OF COURT SERVICES DIVISION OF DISTRICT COURT; PREPARE AND KEEP DOCKET SHEETS IN CORRESPONDING ORDER WITH DOCUMENTS.**

- A. Type information on docket sheets from documents setting case.
- B. Review daily filings and orders for appropriate disposition.
- C. Maintain checking-out and filing of docket sheets.
- D. Prepare docket sheets for special requests; in-forma pauperis, protection orders, etc.
- E. Prepare and issue praecipe for order of sale.

TRAINING AND SUPERVISION

- A. Train front counter Court Services staff.
- B. Answer questions from Court Services staff and assist as needed.
- C. Supervise front counter Court Services staff, to ensure minimal waiting time of individuals seeking assistance and ensure customers are treated in a courteous, professional manner.

PREPARE SIX-MONTH DISMISSAL DOCKET REPORT

(for Judges Cheuvront, Witthoff, Colborn, and Nelson).

- A. Type a list of all cases, parties and attorneys on the dismissal docket.
- B. Prepare typewritten cards to be sent to each party and/or their attorney.

NON-ESSENTIAL JOB DUTIES

- A. Enter on JUSTICE all documents and pleadings pertaining to motions, applications, and requests and route accordingly.
- B. Provide back-up for tax foreclosure cases.
- C. Answer telephone inquiries.
- D. Provide back-up for issuance of Protection Order returns and for subpoenas.
- E. Any other duties as assigned by supervisors.

PROFESSIONALISM

- A. Maintain a positive attitude.
- B. Adhere to office policies and procedures including appropriate courteous, professional and cooperative relationships with the public, co-workers and representatives from other agencies.
- C. Maintain confidentiality of the office.
- D. Arrive on time in the morning and leave on time in evening as well as being punctual going to and returning from breaks.

C. \nearrow
Starting JULY 1,
2006 the docket
sheet will be
kept in the
case files and
will not be filed
separately.

\nearrow
on a daily basis
I return paper-
work to judges
on cases that they
didn't close, but
should be closed.